

Excursion Policy and Procedures

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>



RATIONALE

The school's incursion/excursion program enables students to further their learning and social skills development in an extra curricula and non-school setting. Incursions/excursions complement, and are an important aspect of the educational programs offered at Cranbourne South Primary School.

AIMS

1. To reinforce, complement and extend learning opportunities beyond the classroom.
2. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

IMPLEMENTATION

- An excursion is defined as any activity beyond the school grounds. An incursion is defined as any activity, within the school grounds, that compliments the learning programs.
- School Council must approve all excursions (See Planning and Approvals Appendix). In doing so, School Council will endorse a schedule of excursions for the school year, will ensure that all incursions/excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- Approval is sought at a scheduled meeting at least four weeks prior to the departure date. The information below will be provided to the Curriculum Coordinator at least a week before the School Council meeting date.
 1. The educational aims and objectives of the excursion.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Risk analysis and procedures followed to ensure the safety of the children
- The schedule of excursions, including costs in the form of an Annual Excursion Levy, will be distributed to parents in Term 1, and will be updated on a needs basis.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the excursion and the need to finalise payment if not already included in the Annual Excursion Levy.
- For excursions in the local and metropolitan area, non seat belted buses can be used. For camps and excursions outside the metropolitan area, seat belted buses must be used.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- The designated Teacher in Charge of each excursion will visit the venue prior to the event and complete a risk analysis report.
- The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with DEECD guidelines.
- Staff are to complete the online Students Activity Locator (SAL) for all camps and excursions at least three weeks before the activity commences so that the location and numbers of the staff and students on camps and excursions are available to the Department and the Emergency Services should an emergency arises.
 - To access the Student **Activity Locator** staff select the following link
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
 - Select the Safety, Emergency & Risk Management link.
 - Under this section select Emergency notifications, i.e. Emergency notifications

In the event of an emergency, to ensure information is provided to emergency services, schools must notify the Department of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#).

Excursion Policy and Procedures

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>



- Select the '[Student Activity Locator online form](#)' - a staff record number and edumail password is required to access this.
- The designated Teacher in Charge will adhere to the Staffing and Supervision Appendix in relation to appropriate student-teacher ratios.
- If an incursion/excursion includes any swimming, water safety or water associated activities, please refer to the Swimming and Water Safety Guidelines (Policy) and respective Appendix.
- Classroom teachers will be given the first option to attend excursions.
- A mobile phone and a first-aid kit will be taken for all excursions.
- Copies of completed Permission forms, and signed "Confidential Medical Information for School Council Approved Excursions" forms must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- All parents of prep children will be invited to attend the major prep excursion each year. Parents of children involved in all other excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 2. The need to include both male and female parents.
 3. The special needs of particular students.
- Parents selected to assist with an incursion/excursion may be required to pay costs associated with the excursion.
- All parents attending an incursion/excursion will be expected to provide evident of an up to date "Working with Children's Check". Such documentation will be photocopied and filed at the Administration Office.
- Only children who have followed the School Code of Conduct, will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an incursion/excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.

Excursion venues must be assessed and selected on the basis of their safety and suitability for the activities proposed.

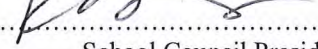
It is recommended that venues are selected based on the recent and first-hand knowledge (for example, through an inspection of the site) of at least one member of the planning and supervising staff.

EVALUATION

Guidelines are updated annually and/or as per DEECD recommendations.

CERTIFICATION

This policy was adopted at the School Council Meeting held at Cranbourne South Primary School,

Signed.....
School Council President

Signed.....
Principal

Excursion Policy and Procedures

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>



PLANNING AND APPROVALS APPENDIX

Important: When undertaking excursion planning, principals, teachers, school councilors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- venue selection:
 - the suitability of the environment and/or venue for the excursion
- safety, emergency and risk management:
 - assessment of excursion risks
 - procedures in the event of an emergency
 - arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
 - completion of an online notification of school activity form three weeks prior to the activity
 - first aid requirements
 - any other measures necessary for student and staff safety and welfare.
- staffing and supervision:
 - there are sufficient staff to provide appropriate and effective supervision
 - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable)
 - there are appropriate levels of supervision in view of the activities undertaken and students involved.
- informed consent from parents or carers
- adequate student and staff medical information
- student preparation and behaviour
- requirements for any adventure activities
- transportation requirements, noting that:
 - public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
 - excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
 - information on student concession cards is available at: Metlink
- communication requirements
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- requirements for interstate or overseas excursions
- that the excursion meets the requirements of any school-level policy or procedures.

Who approves the excursion

This table explains the approval required before the excursion occurs.

Excursion type	Then it must be approved by
<ul style="list-style-type: none">• overnight excursions• camps• interstate and international visits• excursions requiring sea or air travel• excursions involving weekends or vacations• adventure activities.	<ul style="list-style-type: none">• the school council, or• both school councils when it is a joint activity involving another school and• the Safety Guidelines for Education Outdoors must be followed.
<ul style="list-style-type: none">• day excursions (other than those referred to above that must be approved by the school council).	<ul style="list-style-type: none">• the principal, or• both principals when it is a joint activity involving another school.

Excursion Policy and Procedures

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>



Joint-school activities

The nominated co-ordinating principal or teacher ensures:

- planning and approval requirements are met
- parents or carers are informed that their children may be supervised by teachers and other approved adults from the other school.

Note: All schools involved in a joint excursion must complete an online notification of school activity form.

Required approvals for staff

This table describes the required approvals for teachers or principals who are to accompany excursions.

For an excursion that is	The accompanying	Must be approved by the
interstate	staff employed by the Department	Principal
	principal	SARP
overseas	staff employed by the Department	SARP

Excursion Policy and Procedures

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>

STAFFING AND SUPERVISION APPENDIX

SUPERVISION RATIOS

DEECD guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety.

To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities
- any other relevant factors.

This table describes the minimum staff-student ratios for excursions:

Type of excursions	One excursion staff member per
Day excursions	<ul style="list-style-type: none"> • twenty students.
Adventure activities	<ul style="list-style-type: none"> • specific guidelines for the activity.
Overnight excursions:	
Local and interstate tours	<ul style="list-style-type: none"> • fifteen students.

Further supervision requirements

This table outlines further supervision requirements

For	The excursion must
most excursions	<ul style="list-style-type: none"> • be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present • have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity • have teachers comprising at least half of the excursion staff.
overnight stays for mixed gender groups	<ul style="list-style-type: none"> • include excursion staff of at least one person of each sex. <p>Note: In primary schools this requirement may be waived, where staff of each sex are not available.</p>
small group excursions in the local area	<ul style="list-style-type: none"> • with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, school services officers such as integration aides and teacher assistants).
unsupervised excursions	<ul style="list-style-type: none"> • be approved by the principal only: <ul style="list-style-type: none"> - in a small number of instances - for secondary-aged students - for activities involving small groups of individual students • and the teacher responsible for the activity must maintain a formal record of: <ul style="list-style-type: none"> - a description of the activity, including locations - the names and ages of students involved - the time of leaving and returning to school. • In addition, principals should ensure: <ul style="list-style-type: none"> - a risk assessment of the activity is completed - their decision and the reasons for allowing the activity to proceed is documented.

Excursion Policy and Procedures

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>



Excursion staff

Excursion staff must be approved by the Principal or School Council.

- teachers employed by the DEECD or School Council
- other adults on a volunteer or paid basis such as:
 - parents or carers
 - school services officers
 - community members
 - trainee teachers
 - campsite staff
 - specialist instructors for excursion activities.

Important: school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

Where approved excursion staff who are not teachers employed by the DEECD or School Council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis).

Important: the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff and students prior to the commencement of the excursion.

Specialist staff

Schools must:

- ensure that where specialist instructors are employed they:
 - have the necessary skills or qualifications for the activity
 - have appropriate experience for the age and skill level of the students
- hold appropriate public liability insurance,
- while specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.